



REPUBLIC OF KENYA

## THE NATIONAL TREASURY

### INFRASTRUCTURE FINANCE & PUBLIC PRIVATE PARTNERSHIPS PROJECT

#### PROCUREMENT SPECIALIST JOB OPPORTUNITY

The Government of Kenya (GoK) in conjunction with the World Bank is implementing a four-year Infrastructure Finance and Public Private Partnerships Project (IFPPP) whose overall development objective is to increase private investment in the Kenyan infrastructure market by improving the enabling environment to generate a pipeline of bankable PPP projects. This objective will be achieved through the provision of technical expertise and building capacity to implement the Government's Public Private Partnerships (PPP) National program. The Project Implementation Unit (PIU) is established to implement the IFPPP Project and ensure that the operational, safeguards, procurement, disbursement, monitoring, and reporting aspects of the Project are implemented in accordance with the Financing Agreement and the Project Implementation Manual (PIM). The Project Implementation Unit (PIU) is looking for a highly motivated Kenyan to fill the position of **Procurement Specialist** for a period of one (1) year renewable based on performance:

The Procurement Specialist is expected to perform the following tasks:

- Be responsible for carrying out procurement functions under the PIU on behalf of the National Treasury (GOK) in accordance with the procedures specified in the Development Credit Agreement between the Republic of Kenya and the IDA;
- Prepare an overall procurement plan for all the goods and services to be purchased under the Project, specifying allocation of tasks and responsibilities at each stage of the procurement process; Update the Project Procurement Plan regularly and submit it to the World Bank for review and approval;
- Ensure that procurement is done in accordance with the provisions of the Development Credit Agreement and with IDA's Guidelines for Procurement as well as within the Government of Kenya's procurement guidelines.
- Verify that all proposed purchases are eligible for financing under the Credit and confirm the appropriate method to procure goods and services for each contract.
- Assist procuring entities in all aspects of procurement, including preparation of technical specifications (Terms of Reference) for the goods and services, bidding documents, bid advertisements; Assemble committees with the participation of representatives from the National Treasury and procuring entities for the opening and evaluation of bids for purchase of goods and services, Expressions of Interest and Requests for Proposals, as well as contract negotiations and awards; Prepare evaluation reports, contract negotiation minutes, draft contracts, etc.; Monitor and supervise the contract implementation, including issues of claims and disputes, compensation events, etc.; and, undertake procurement in close collaboration with the procuring entities.
- Ensure the timely execution of contracts for consultants' services and the purchase of goods and equipment and supervise the implementation of contracts including pre-shipment inspections (including any test, if necessary), inland transportation, delivery, acceptance and storage.
- Verify payments due under procurement contracts and help prepare applications for withdrawals from the Credit.

- Prepare and submit quarterly and annual progress reports on status of procurement under the Project to the Project Manager for inclusion in the PIU's project implementation progress reports.
- Participate in procurement training courses, if necessary, and ensure that the PIU adopts and adheres to any relevant changes in procurement procedures and guidelines, introduced by the GoK and/or the World Bank.
- Identify indicators of fraud, collusion and other unethical practices in procurement/selection process;
- Assist with other project management responsibilities as identified by the Project Manager.

**(a) Qualification**

- A university degree in economics, finance, public administration, law or any other relevant field. Post graduate studies and/or relevant professional qualifications will be an added advantage.
- Excellent spoken and written English is a requirement.

**(b) Experience**

- At least 5-year working experience in public procurement, in projects financed by the World Bank and international financial organizations;
- Knowledge of international organizations/agencies' and GoK public procurement regulations and procedures;
- Specialized training on procurement in line with the World Bank rules would be an advantage;
- Computer proficiency (Windows, MS Office, MS Project, and other relevant software packages);
- Ability to communicate effectively, prepare, negotiate, analyze, elaborate and present reports;
- Ability to work effectively in a multi-disciplinary team.

Complete Application documents (curriculum vitae with details of your qualifications, experience, day and evening telephone numbers, email address and names of three referees) in plain sealed envelopes with Position **reference and name clearly marked on top** should be sent to the address below or placed in the tender box at our offices on the 7<sup>th</sup> floor, Anniversary Towers, North Tower

**Postal Address:**

Project Implementation Unit  
Attention: Procurement Specialist  
P.O Box 30007 - 00100  
**Nairobi, Kenya.**

**Telephone No.:** 254 - 20 - 2210271/2210341

**Physical Address:**

Project Implementation Unit  
Attention: Procurement Specialist  
7<sup>th</sup> Floor, Anniversary Towers, North Tower.  
Building No.19 Monrovia Street/University Way  
**Nairobi, Kenya.**

**Deadline for submission of Applications is Thursday 18<sup>th</sup> December 2014 at 1600 hours Kenyan local time.**

**DIRECTOR, PUBLIC PRIVATE PARTNERSHIPS UNIT**  
**FOR: PRINCIPAL SECRETARY**